



Washington Courts Employment Opportunity

Administrative Office of the Courts

COURT TECHNOLOGY EDUCATOR

>[Click Here for Further Information](#)<

Employment Status: Regular, Full-Time

Location: Olympia, Washington

Salary: Range 62: \$5,053 — \$6,629 mo. (DOQ)

Opens: April 26, 2019

Closes: May 17, 2019 at 5:00 p.m.

POSITION PROFILE

The Court Technology Educator designs, develops, plans and delivers professional advanced curriculum and course materials for all AOC's supported Court Applications. Provides education and training support to the Washington court community.

Reporting to the Office of Court Business and Technology Integration (OCBTI) Manager, this position is an expert level professional who works independently and exercises expert judgment and decision making within the scope of projects and responsibilities defined by the OCBTI Manager. This job works in collaboration with other Educators, Business Owners, Business Analysts, Court Business Engineers, Education Assistants, IT professionals and clerical staff for specified assignments, programs and projects.

Coordinates educational events/programs/services in cooperation with the AOC, education committees, and outside faculty or presenters.

Develops and designs courses and curriculum for educational programs; produces webinars or on-line tutorials.

Works with education committees to provide professional delivery modalities of education programs and individual training classes utilizing adult education theory in development of course content and delivery.

Creates and maintains a resource library of relevant teaching materials, exercises, and online training resources used in the delivery of education programs.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** attached to this Announcement. Or at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.*

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in education or closely related field;

AND

Two years of progressively responsible related experience in education. (Technology instructional background preferred.)

A combination of education and experience demonstrating a working knowledge and global understanding of education methodology, program/project coordination, and/or court business practices, may substitute for education and/or experience requirements.

PREFERRED / DESIRED QUALIFICATIONS

- ◆ Skill in development of on-line education and tutorials.
- ◆ Skill in instructional design, curriculum development and instruction.
- ◆ Ability to form effective project plans and achieve them through the use of objectives, timelines, action plans and solutions.
- ◆ Ability to prioritize and effectively manage time and resources in order to meet productivity standards, deadlines, and work schedules; accepts personal responsibility for the quality and timeliness of work.
- ◆ Ability to analyze and understand complex issues, evaluate, and efficiently develop recommendations and options.
- ◆ Systems Applications instructional background.
- ◆ Knowledge of Washington State court community educational needs.
- ◆ Expert knowledge of adult learning theory and application.
- ◆ Ability to understand customer expectations and deliver work products meeting those expectations.

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ADDITIONAL INFORMATION

Must be willing to travel. This position requires periodic travel to support programs in various parts of the state for up to one week at a time.

Workweek may fluctuate depending on workload or agency need.

This position is not covered under the Fair Labor Standards Act (FLSA).

HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed. **"See resume"** is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**

The Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

All application materials must be received by 5:00 p.m. on the closing date of this posting. It is preferred applications be emailed to employment@courts.wa.gov. You can also mail your materials to Administrative Office of the Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted.

The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

SPECIAL NOTE:

Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

MORE INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation and Benefits.